

FOOD PRODUCTION RECORD (Breakfast/Lunch/Dinner)

GRADE GROUPINGS: K-5 6-8 K-8 9-12 (CIRCLE ONE) NUMBER OF MEALS <u>PLANNED</u> / <u>SERVED</u> STUDENT MEALS _____ / _____ <small>(First Meals Only)</small> ADULTS/TEACHERS _____ / _____ <small>(School Employees)</small> SFS STAFF: _____ / _____ <small>(Cafeteria Employees)</small> AT-COST/2ND MEALS _____ / _____ <small>(Visitors and 2nd Meals)</small> TOTAL MEALS _____ / _____ Plate Count: _____	SITE INFORMATION SCHOOL: _____ DATE: _____ MANAGER: _____ SIGNATURE: _____ NOTES: _____ _____ _____ _____
SPOILED OR STOLEN FOOD (Attach Police Report For Stolen Food) : _____ _____ _____	

PLANNING SECTION- Complete BEFORE Meal Service				DOCUMENTATION SECTION- Complete AFTER Meal Service			Food Temperatures	
1. # of Portions Planned <small>{Include students, adults, & extra items sold}</small>		2. Menu Item, Recipe #, CN # or Product Name <small>{e.g. Biscuit/ USDA D-35 or Breakfast Pizza # 005261}</small>	3. U S D A	4. Portion Size/ Amount <small>{e.g. ½ c. or 5 ea. /2 oz.}</small>	5. Total Quantity/ # of Purchase Units Prepared <small>{e.g. 1 cs. / 96 ct. 2 #10 cans / 20 lbs.}</small>	6. Extras Sold	7. Total # Portions Leftover and Code <small>{refer to guidance for codes}</small>	8. Menu Item Temperatures
								START END
Bread/Grain	WG							
Meat/Meat Alt. ^a								
Fruit/Vegetable								
Milk Choice								
Condiments/Extras								

^a There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may: 1) Substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met OR 2) meat may be served as an “extra” item that does not count as a grain or contribute to the meal pattern. Grains that contribute 2 oz. eq. of Bread/Grain count as 2 items. Students may decline only 1 item of 4 offered. (Meats served as “extras” do not count as 1 of the 4 items, but DO count toward calorie restrictions.)

Leftover Codes: (F) Freeze (R) Refrigerate (SND) Serve Next Day (D) Dispose (RTS) Returned To Stock (SF) Served Free To Students

Instructions for Completing the Breakfast SFS-6 Production Record

MEAL AND SITE INFORMATION: Complete the meal and site information each day to identify the 1)age/grade group, 2) number of SFS (cafeteria) Employees, 3)SFA (School) Employees, and 4)At Cost (Visitors that are not school employees)/Second meals served. The school site, date and the manager's name must also be reported. The site manager should sign the record daily indicating that the information is complete and correct. The section documenting the number of student meals served (which will be claimed for reimbursement) must come from <u>actual participation data such as manual meal count forms, register tapes or computer reports.</u>		
Planning Section Columns 1-4: Complete this information prior to meal production or service. All columns must be completed and are required to document that reimbursable meals have been planned. If using a cycle menu, columns 1-3 can be copied and saved for use each time the cycle is repeated. If substitutions are necessary, a single line should be drawn through the meal item and the new item can be written in.		
1.	Number of Portions Planned	Indicate the number of portions planned for each menu item for the age/grade group the meal is being produced. Include the <u>total number of portions</u> planned to include reimbursable student meal portions, adult meal portions, and extra sales portions. You may select to separate the different groups by using a slash mark between totals; e.g. students/adults/extra sales.
	Bread/Grains	When reporting the number of portions planned for the Bread/Grain group, be sure to indicate if the menu item is Whole Grain or Whole Grain Rich by placing a check mark next to the item in the space under the WG.
2.	Menu Item, Recipe #, CN #, or Product Name	Indicate the specific menu item, recipe# (If applicable), and /or the product name and its corresponding CN# for the foods used to prepare the menu item. Be sure to list all planned food items including condiments. If an item is a combination food item, it should be listed in all of the food component categories.
3.	USDA	Place a check mark in the box next to any food item used in production of the meal which is a USDA commodity food item.
4.	Portion Size/Amount that contributes to the meal pattern	Indicate the actual planned portion size for each food listed in Column 2, based upon the age grade group for which the meal is being produced. This is the actual portion size that is served and the amount of the serving that contributes to meeting the meal pattern requirements. See the following examples: The () indicate the component section the item should be reported. Breakfast Pizza: 4.2 oz. / 1.0 oz. (M/MA), Breakfast Pizza: 4.2 oz. /2.0 oz. (BG); Breakfast Burrito: 6.5 oz./ 1.0 oz. (M/MA), Breakfast Burrito 6.5 oz. /1.5 oz. (BG); Vegetable Omelet: 3.5 oz. / 2.0 (M/MA), Vegetable Omelet 3.5 oz. / ¼ c. (Veg.)
DOCUMENTATION SECTION COLUMNS 5-7: Must be completed daily after meal service to document that reimbursable meals were served as well as the number of meals that were served.		
5.	Total Quantity or # of Purchase Units Prepared	Record the quantity prepared or the total number of <u>purchase units prepared</u> based upon portion sizes, and numbers of portions planned and served. (**If more portions are served than were originally planned, the quantity of amount prepared will exceed the quantity necessary to meet the amount planned) [See Example below] This column should include information such as numbers of total pounds/ numbers of cases with corresponding counts per case, total number of cans and the can size, etc.
6.	Extras Sold	Record the total number of extra menu items/extra sales items sold. (Extras sold should be included in the total number of servings planned Column 1)
7.	Total # of Portions/ Quantity Leftover and Leftover Code	Record the number of portions of food, or bulk quantity of food leftover based upon the portion sizes indicated in column 3. For individual portions such as hamburger patties, actual counts should be recorded. For items such as soup, bulk quantities can be listed such as gallons, based upon the corresponding portion sizes. e.g. 1 gallon of Vegetable Beef Soup = 16- 1 cup portions. The leftover codes found at the bottom of the production record should be entered next to the amount leftover so as to indicate the disposition of the leftover.
8.	Food Temperatures	Food Temperatures must be taken and recorded in column 8 before the beginning of the meal and after the end of the meal.
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